

Arizona Department of Education (ADE)
Arizona Migrant Education On-Site Monitoring Protocol – Cycle 4
Title I-C Migrant Education Program

Migrant Education Program Cycle 4 Monitoring Document of Evidence & Compliance

LEA Name:	
LEA Team Members:	
Date of Visit:	
Educational Specialist:	
ADE Team Members:	

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INSTRUCTIONS FOR COMPLETING ON-SITE MONITORING PROTOCOL

The ADE monitoring team will do the following:

1. Review procedures for the on-site monitoring.
2. Interview the assigned LEA MEP staff using the suggested questions.
3. Review the evidence of compliance.
4. Determine if the assigned LEA MEP staff meets requirements by comparing the answers provided by the assigned LEA MEP staff to the expected responses and by evaluating the evidence. If additional information is needed before determining the compliance indicator, probe further by asking more specific questions or by requesting to see more specific evidence.
5. Check all the applicable boxes for each expected response and indicate the compliance indicator for each item listed on the protocol by identifying one of the following:
 - Meets Requirements,
 - Does Not Meet Requirements
6. Assess the overall compliance of each section of the protocol based upon the ADE team's determination of compliance for each of the items in the section. Under Reviewer's Assessment, check the meets requirements or does not meet requirements box.
7. Develop in conjunction with the assigned LEA MEP staff, a Compliance Activities Worksheet for each section marked in meets requirements or does not meet requirements.
8. For serious non-compliant items with fiscal impact assign a 30-day completion date on the Compliance Activities Worksheet.
9. Follow-up with the assigned LEA MEP staff to ensure all 30-day compliance activities have been completed and that other compliance activities have been completed within one school year after the on-site review.

C4-08: MEP Needs Assessment

LEAS with eligible migrant students may receive funds for supplemental services to help those students who have educational interruption and/or unique needs resulting from repeated moves.

Compliance Indicator	Required Evidence	Findings	Recommendations	Technical Assistance Timeline
<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Does Not Meet Requirements	<p>SEC. 1306: <u>Comprehensive Needs Assessment</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Summary of student Academic achievement data (i.e., AIMS, DIEBELS, AZELLA, Terra Nova, LEA Benchmark) (Upload to ALEAT) <input type="checkbox"/> Comparison of MEP student Data (upload to ALEAT) <ul style="list-style-type: none"> ○ PFS to non PFS ○ MEP to non-MEP peers ○ % of students who were tested <input type="checkbox"/> Surveys (i.e., parent, MEP staff, student, teachers) (upload to ALEAT) <ul style="list-style-type: none"> ○ Blank copy of surveys administered to MEP stakeholders ○ Summary of the results from the surveys (including the number distributed and the number collected) <input type="checkbox"/> Complete copy of the LEAs Comprehensive Needs Assessment including any recent updates to the LEAs CNA (review on-site) 			

C4-09: LEA MEP Service Delivery Plan

The LEA has developed an MEP Service Delivery Plan (Program Description).

Compliance Indicator	Required Evidence	Findings	Recommendations	Technical Assistance Timeline
<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Does Not Meet Requirements	<p>SEC. 1306.2: <u>LEA Service Delivery Plan (Program Description)</u></p> <p>Must include clearly defined program priorities (i.e., goals, implementation strategies, tasks, allowable expenditures in application/amendment)</p> <ul style="list-style-type: none"><input type="checkbox"/> Completed & updated LEA Service Delivery Plan w/ program descriptions<ul style="list-style-type: none">- Plan of action for clearly identified program priority<ul style="list-style-type: none">○ Evaluation for each program priority○ Recent updates to the LEA SDP- Special provisions to specifically target the unique needs to the Migrant child (upload to ALEAT)			

C4-10: MEP Priority for Services

The LEA's MEP Service Delivery Plan aligns with the State Education Agency's Service Delivery Plan. The LEA shall give priority to migrant students who are failing or most at risk for failing, to meet the State's challenging academic content standards and challenging academic achievement standards, and whose education has been interrupted during the regular school year. The LEA shall also continue to provide services until the end of the school term (semester) to a child who ceases to be a migrant child during such term or for one additional year in the absence of comparable services or through credit accrual programs for high school students until graduation.

Compliance Indicator	Required Evidence	Findings	Recommendations	Technical Assistance Timeline
<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Does Not Meet Requirements	<p>SEC. 1306.3 <u>SEA Service Delivery Plan Priority for Services</u></p> <p>The LEA has developed a Complete Service Delivery Plan that addresses the following priorities: (upload to ALEAT)</p> <p>Priority 1: Attain Proficiency in Reading/Language Arts standards are measured by AIMS</p> <p>Priority 2: Attain Proficiency in Math Standards as measured by the AIMS</p> <p>Priority 3: Attain English proficiency as measured by the Arizona English Learner Assessment (AZELA)</p> <p>Priority 4: All Arizona migrant preschool children will be adequately prepared for entering kindergarten</p> <p>Priority 5: All Arizona migrant high school students will graduate from high school</p>			

	<p>Priority 6: All LEAs and/or schools will increase effective parent and family involvement</p> <p>SEC. 1304.1: <u>Priority for Services</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Written procedures for determining PFS (upload to ALEAT) <ul style="list-style-type: none"> ○ Includes both at risk for failure and interrupted move ○ Includes academic indicators used for determining PFS <input type="checkbox"/> PFS worksheet personalized to the LEA (upload to ALEAT) <ul style="list-style-type: none"> ○ Indicators match those in written procedure <input type="checkbox"/> Supplemental codes entered in the COEstar data collection system (review on-site) <input type="checkbox"/> Documentation of services provided (upload to ALEAT) 			
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C4-11: MEP Coordination of Services

The LEA shall conduct joint planning among local, state, and federal education programs serving migrant children, and shall coordinate with similar programs and projects that can benefit migrant children and their families.

Compliance Indicator	Required Evidence	Findings	Recommendations	Technical Assistance Timeline
<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Does Not Meet Requirements	<p>SEC. 1304.2: <u>Continuation of Services</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Written procedures for determining continuation of service (upload to ALEAT) <input type="checkbox"/> Documentation of the absence of comparable services if applicable (upload to ALEAT) <p>SEC. 1304.3: <u>Coordination of Services</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation that coordination is in keeping with the LEA MEP Application and SDP (i.e. Title I, Title III, Special Ed.) (upload to ALEAT) <input type="checkbox"/> Inter-coordination and intra-coordination (as it applies to supplemental services and programs) (upload to ALEAT) 			

C4-12: MEP Parent Advisory Council

The LEA is required, in the planning and operation of the MEP, to consult with a parent advisory council.

Compliance Indicator	Required Evidence	Findings	Recommendations	Technical Assistance Timeline
<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Does Not Meet Requirements	<p>SEC. 1304.4: <u>Parental Involvement</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation to show parents were advised on the following topics: (i.e., written communication, sign-in sheets, agendas, minutes) (upload to ALEAT) <ul style="list-style-type: none"> ○ Design and implementation of the MEP ○ Existing federal MEP law and regulations ○ Current MEP application ○ Any reports resulting from a Federal/State audit monitoring of evaluation report of the LEAs MEP ○ Student MEP data <input type="checkbox"/> LEA evaluation of the MPAC structure, content, and participation (i.e., meeting evaluations) (upload to ALEAT) 			

C4-13: MEP ID & R Plan

The LEA shall develop and implement a plan for the Identification and Recruitment (ID&R) of migrant students.

Compliance Indicator	Required Evidence	Findings	Recommendations	Technical Assistance Timeline
<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Does Not Meet Requirements	SEC. 1308.2: <u>Identification & Recruitment</u> <input type="checkbox"/> LEA MEP ID&R Plan (upload to ALEAT) <ul style="list-style-type: none">○ Documentation that the plan has been implemented○ Evaluation of the ID&R plan○ Inter-coordination and intra-coordination between the LEA and MEP staff○ Time frame of recruitment (upload to ALEAT)○ ID & R logs of recruiter schedule (upload to ALEAT)○ Evidence of Coordination between surrounding districts (upload to ALEAT)			

C4-14: MEP Data Verification

The LEA shall assist the state in determining the number of eligible migrant children, who reside in the state full-time and part-time, through procedures as the state may require.

Compliance Indicator	Required Evidence	Findings	Recommendations	Technical Assistance Timeline
<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Does Not Meet Requirements	SEC. 1308.3: <u>LEA Data Collection/Verification</u> <input type="checkbox"/> Written procedures for the following items: (upload to ALEAT) <ul style="list-style-type: none">○ Validating and verifying all information on the COE○ Validating and verifying all codes in the COEstar data collection system○ Record transfers of written process (sending & receiving)○ Resolving discrepancies○ Testing of the written procedures			

C4-15: MEP Appropriation of Funds (TI-C Fiscal)

The LEA shall use their MEP funds in an appropriate, supplemental manner as approved through the application and amendment process, to meet the unique needs of migrant students. The LEA shall assist the state in determining the number of eligible migrant children, who reside in the state full-time and part-time, through procedures as the state may require.

Compliance Indicator	Required Evidence	Findings	Recommendations	Technical Assistance Timeline
<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Does Not Meet Requirements	SEC. 1306.4: <u>Supplement, Not Supplant</u> <input type="checkbox"/> Written Procedures for supplement, not supplant (upload to ALEAT) <input type="checkbox"/> Testing of the written process (upload to ALEAT) SEC. 1306.5: <u>Expenditures align with the SEA & LEA Service Delivery Plan</u> <input type="checkbox"/> Invoices (review on-site) <input type="checkbox"/> Summary of budget (i.e., Cash management reports, expense records) (upload to ALEAT) <input type="checkbox"/> Inventory Lists (review on-site) SEC. 1306.6: <u>Allowable versus allocable</u> <input type="checkbox"/> Written procedures for purchasing items with Title 1-C monies (upload to ALEAT) <input type="checkbox"/> Completion Reports (review on-line through GM) <input type="checkbox"/> Local and single audit reports (review on-site) SEC. 1308.1: <u>MEP Staffing</u> <input type="checkbox"/> Time and Effort Logs (review on-site)			

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On-Site Review Compliance Activities Worksheet

LEA Name: _____ Date: _____

For each item to be completed, include a brief description of item from above:

Item to be complete	Recommendations from Monitoring	Person Responsible	Completion Date	ADE Only
MEP Needs Assessment				
LEA MEP Service Delivery Plan				
MEP Priority for Service				
MEP Coordination of Services				
MEP Parental Advisory Council				
MEP ID&R				
MEP Data Verification				
MEP TI-C Fiscal				